



**BOYS & GIRLS CLUBS**  
OF PALM BEACH COUNTY

**Career Bound 3.0 Workforce Training Program Proposal**  
**(CB3)**

Submission to the Florida Department of Economic Opportunity  
For the 2018-2019 Florida Job Growth Grant Fund  
Workforce Training Grant



## 2018-2019 Florida Job Growth Grant Fund Workforce Training Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed and signed by an authorized representative of the entity applying for the grant. Please read the proposal carefully as some questions may require a separate narrative to be completed. If additional space is needed, attach a word document with your entire answer.

### Entity Information

Name of Entity: Boys & Girls Clubs of Palm Beach County

Federal Employer Identification Number (if applicable): [REDACTED]

Primary Contact Name: Jaene Miranda

Title: President & CEO

Mailing Address: 800 Northpoint Parkway, Suite 204  
West Palm Beach, FL 33407

Phone Number: 561-683-3287

Email: jmiranda@bgcpbc.org

Secondary Contact Name: Virgilio Rodriguez

Title: Director of Resource Development

Phone Number: 561-683-3287

### Workforce Training Grant Eligibility

Pursuant to 228.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.

## 1. Program Requirements:

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

- A.** Provide the title and a detailed description of the proposed workforce training.

Career Bound 3.0 Workforce Training (CB3)

See attached narrative for description of the proposed workforce training.

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- B.** Describe how this proposal supports programs at state colleges or state technical centers.

See attached document for complete CB3 proposal.

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- C.** Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

See attached narrative document for complete CB3 proposal.

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- D.** Describe how this proposal supports a program(s) that is offered to the public?

See attached narrative document for complete CB3 proposal.

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- E.** Describe how this proposal is based on criteria established by the state colleges and state technical centers.

See attached narrative document for complete CB3 proposal.

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- F.** Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes

No

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- G.** Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

See attached narrative document for complete CB3 proposal.

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**2. Additional Information:**

(If additional space is needed, attach a word document with your entire answer.)

- A.** Is this an expansion of an existing training program?  Yes  No

If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

See attached narrative document for complete CB3 proposal.

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- B.** Does the proposal align with Florida's Targeted Industries?  Yes  No  
(View Florida's Targeted Industries here.)

If yes, please indicate the specific targeted industries with which the proposal aligns.  
If no, with which industries does the proposal align?

See attached narrative document for complete CB3 proposal.

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- C.** Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List? (View Florida's Demand Occupations List here.)  Yes  No

If yes, please indicate the specific occupation(s) with which the proposal aligns.

If no, with which occupation does the proposal align?

Information Technology ( Software, Digital Media, Coding, Robotics), Culinary Arts, and Hospitality

See attached narrative document for complete CB3 proposal.

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- D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).  
If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.  
If computer-based, identify the targeted location(s) (e.g. city, county, statewide where the training will be available.

See attached narrative document for complete CB3 proposal.

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- E. Indicate the number of anticipated annual enrolled students and completers in the proposed program.

CB3 will have 1392 (348 enrollees per year ) enrollees and 1000 completers (250 completers per year).  
See attached narrative document for complete breakdown of the CB3 proposal.

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- F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Begin Date: June 2019 End Date: 12/20/23

Fall and spring classes range from 8-12 weeks, 2-3 days per week.

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- G. Describe the plan to support the sustainability of the program after grant completion.

See attached narrative document for complete CB3 proposal.

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- H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completer in each code, corresponding with Section E.

See attached narrative document for complete CB3 proposal.

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- I. Does this project have a local match amount?

Yes  No

If yes, please describe the entity providing the match and the amount (Do not include in-kind).

Additional resources have been identified to support the creation of the CB3 program in the amount of \$4,372,200.

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J. Provide any additional information or attachments to be considered for the proposal.

**3. Program Budget**

(If additional space is needed, attach a word document with your entire answer.)

**Estimated Costs and Sources of Funding:** Include all applicable workforce training costs and other funding sources available to support the proposal.

1.) **Total Amount Requested** \$ 4,597,500  
 Florida Job Growth Grant Fund

2.) **Other Workforce Training Project Funding Sources:**

City/County \$ 0  
 Private Sources \$4,188,600

Other (grants, etc.) \$ 183,600 Please Specify: DOE  
 Total Other Funding \$4,372,200

3.) **Workforce Training Project Costs:**

Equipment \$ 242,336  
 Personnel \$1,454,563  
 Facilities \$ 0  
 Tuition \$2,043,348  
 Training Materials \$ 330,760

Other \$ 526,494 Please Specify: contracts/indi  
**Total Project Costs** \$ 8,969,700

**Note:** The total amount of the project should equal the total amount requested plus the total other funding.

- 4.) Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

See attached budget narrative and narrative document for complete explanation. With the exception of the \$183,600 to cover the cost of security (DOE funding is pending) all funds have been secured. Purchases of equipment and materials are all directly related to the CB3 training program (as described in the narrative document).

#### 4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?

The grant contract will be reviewed by the BGCPBC CFO and then sent on to the organization's attorney. Upon approval of the attorney, the grant will be sent back to the CEO for final signature.

- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

No board approval is required.

However, the Corporate Board meets monthly and emergency meetings can be called.

- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

The CEO of Boys & Girls Clubs of Palm Beach County has all necessary authority to execute this proposal on behalf of the agency.

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Entity: Boys & Girls Clubs of Palm Beach County

Name and Title of Authorized Representative: Jaene Miranda, President & CEO

Representative Signature: 

Signature Date: 8/1/18



**Boys & Girls Clubs of Palm Beach County: *Career Bound 3.0 Workforce Training Program***

**Florida Job Growth Grant Fund Workforce Training Grant Proposal**

**1. Program Requirements**

**A. Provide the title and a detailed description of the proposed workforce training.**

**Title: Career Bound 3.0 Workforce Training Program (CB3)**

Boys & Girls Clubs of Palm Beach County (BGCPBC) in collaboration with Career Source of Palm Beach County (CSPBC) is seeking funding for a 4-year project entitled Career Bound 3.0 Workforce Training Program (**CB3**). Supported by BGCPBC's \$10 million capital/endowment campaign, this program will grow the skilled labor force in the Glades and in other high-need communities across Palm Beach County (PBC). Workforce training will be delivered at BGCPBC's new 13,860 sq. ft. state-of-the-art Smith & Moore Family Teen Center located at MLK BLVD, Belle Glade, and at BGCPBC's Max M. Fisher Club in Riviera Beach, providing foundational certificates, introductory, and workforce readiness programs supporting and serving as a pathway to State Colleges, technical schools, and employers in need of highly skilled labor.

BGCPBC, operating since 1971, supports educational outcomes and community development in 13 Clubs located in economically distressed communities across Palm Beach County (PBC). CareerSource Palm Beach County (CSPBC) has been serving the county since 1968 training and placing thousands of individuals ready to enter/re-enter the workforce every year. This proposal is a comprehensive, intensive, workforce development training program which will result in skilled, credentialed, and qualified workers ready to meet high growth industry sector needs. **CB3** will provide a talent pipeline to State Colleges and State technical schools through aligned curricula, as well as increase the number of job-ready employees in the State of Florida. BGCPBC will advertise and recruit participants for a variety of certification programs aligned with jobs identified in Florida's State Targeted Industries and the Regional Demand Occupations list. Each enrollee will participate in comprehensive work-readiness assessments, case management, workforce and life-skills training (including interviewing skills, appropriate business dress and demeanor, resume writing, interpersonal communications, problem-solving, and job searches, to name a few). **CB3** will result in a 1,000 completers over 4 years.

**CB3** classes align with CAPE and national industry standards that can lead to additional advanced certifications and/or enrollment in two or four-year degree-granting programs. The certifications offered in **CB3** are competency-based and aligned with the Eight Academic Pathways /Meta-Majors created by the Florida College System and career clusters. (<https://www.floridacollegesystem.com>)

**CB3** will focus on three of Florida's primary industries:

- Information Technology (Digital Media and Software, including introduction to coding, Virtual Reality (VR), Computer-aided Design (CAD), and robotics)
- Hospitality
- Culinary

**Information Technology** will increase the number of trained individuals in Software, Coding, Virtual Reality, CAD, and Digital Media equipping individuals with pre-requisite and preparatory classes aligned with State College programs in these focus area.

According to the FL DEO's 2017 Information Technology Report "The 15 largest information technology-specific occupations comprise about 37.4 percent of the total employment in the industry cluster. The largest information technology-specific occupation in 2016 is software developers, applications, which has a median hourly wage of \$40.77....Employment in the information technology industry cluster is concentrated in the southeast, central, and northeast parts of the state. These counties include: Broward, Miami-Dade, Hillsborough, Pinellas, Orange, Brevard, Palm Beach, Duval, and Seminole." ([http://lmsresources.labormarketinfo.com/library/pubs/industryprofile/information\\_technology.pdf](http://lmsresources.labormarketinfo.com/library/pubs/industryprofile/information_technology.pdf))

**Hospitality** responds to the ever-growing need for talent to maintain Florida's place as a global competitor in the Tourism industry. "About one of every eight people living in Palm Beach County works in some occupation related to hospitality. This makes the hospitality industry the No. 1 business in Palm Beach County." (<http://www.careersourcepbc.com/LABORMARKETREPORTS/Industries/Hospitality.aspx>)

**Culinary Arts** addresses the need for restaurant and food service industries in Florida representing 12% (1,054,000 jobs) of employment in the state, which is expected to grow by 15.4% (162,100 jobs) by 2028. ([www.restaurant.org/downloads/pdfs/state-statistics/fl.pdf](http://www.restaurant.org/downloads/pdfs/state-statistics/fl.pdf))

### Program Supports

The **CB3** Workforce Training program builds on BGCPC's Career Bound 2.0 program - a holistic approach to career and college readiness and eligibility, which offers: case management, tutoring, mentoring, college prep classes, family literacy workshops, college cost workshops, FASFA workshops, SAT and ACT prep classes, family college and university tours, first job opportunities, guest business speakers and business tours and college readiness workshops. **CB3** leverages the expertise of both the BGCPC and CSPBC, innovatively and strategically merging services.

BGCPC will partner with **CareerSource** to provide:

- Skills Assessment
- Resume Writing workshops
- Curriculum Development
- Community Job Fairs
- Job Shadowing/Job Placement

**CB3** will partner with **STEMHQ/Tech Garage**, under direction of Dr. Scooter Willis, to design, develop and deliver curricula for MakerSpace-CAD (using 3D printing, laser cutters, and a 3 axis CNC), Virtual Reality, drone programming, and robotics using cutting-edge technology. STEM HQ/TechGarage Programs focus on problem-solving, attainment of technical skills and demonstration of these skills through project-based learning. Enrollees will learn and use Java, Python, and Raspberry PI.

The **CB3** is designed to build skills and competencies by focusing on three areas:

1. Comprehensive Interest and Skills Assessment
2. Case Management, Coaching Services, and Critical Life Skills Training
3. Certificate and Pre-Certificate Completion

Upon receipt of grant award, development of the **CB3** infrastructure and curricula will begin. BGCPC will hire a **CB3** Workforce Training Director who will oversee the hiring of specialized instructors, securing of training equipment, the development and execution of a recruitment plan, scheduling, program delivery, evaluation, and partnership development.

**CB3** programs will be offered in the fall and spring with completers receiving certifications and certificates of completion in designated industry areas. **CB3** will be implemented at both the new west County BGCPBC Smith & Moore Family Teen Center (Belle Glade) scheduled to open 4<sup>th</sup> quarter 2019, and the east County Max M. Fisher Boys & Girls Club (Riviera Beach). Participant pre and post-surveys and evaluations will be ongoing. Certification exams will be proctored by **CB3** authorized individuals and at Pearson VUE exam centers. Progress and outcomes will be monitored throughout the program and analyzed at the conclusion of each course. Adjustments to the curricula will be made, as needed. Depending upon participants' interests, additional classes may be added. During the last six months of the final year, quantitative and qualitative, summative evaluations will be performed. Completers who are ready to enter the workforce will be referred to CareerSource for job placement services (see attached letter of support).

**B. Describe how this proposal supports programs at state colleges or state technical centers.**

**CB3** workforce training and certificate programs, aligned with state college program criteria, supports programs at state colleges by serving as a pathway to Information Technology, Hospitality, and Culinary Arts certification tracks and/or degree programs at FL State Colleges. BGCPBC will work with Palm Beach State College administrators and admissions officers to educate the community about high-demand industry career paths (see attached letter of support). By facilitating completions and completers' ability to continue their education at state colleges or technical centers, the **CB3** program will provide a long-term solution to the lack of skilled workers in Targeted Industries and the Regional Demand Occupations. **CB3** will impact the county and state's economy by attracting participation from a broad base of individuals residing in targeted economically in-need PBC communities. With over 6,000 members, 2,600 families, and an additional 2,680 outreach participants across PBC, BGCPBC presents an ideal source for workforce recruitment, training, and job placement in collaboration with and CareerSource.

**C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.**

**CB3** is designed to provide completers with latticed, transferable, and sustainable credentials applicable to more than a single employer. Offerings address the needs of targeted industries in the region and specifically Palm Beach County (see Section 2C). For example, according to the US Department of Labor, skills obtained under Information Technology are transferable and needed in other industries including Hospitality and Culinary Arts (IT skills are considered *other support services*.) *Information Technology is now a foundational component of operating any business from data storage, operations, marketing, scheduling, accounting, human resources, etc., and is the foundation for a business's ability to grow.* Proposed certifications provide entry-level workers with the training to perform functions in an ever-changing workforce environment with the ability to move progressively further into developing their skills and achieving higher-level certificates and/or degrees that are transferable to many, if not all industries. (See attached letters of support, representing a sample of employers who support **CB3**.)

**D. Describe how this proposal supports a program(s) that is offered to the public?**

**CB3** will be advertised in the communities immediately surrounding the program sites and through a variety of mediate attract members of the public. Additionally, **CB3** will promote PBSC programs and CSPBC services, all of which are open to the public.

**E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.**

**CB3** participants will be equipped with the introductory knowledge and foundational certificates needed to pursue higher-level certifications at state colleges and technical schools. The classes to be offered through this grant are aligned with the Eight Pathways established by the Florida College System and relate to several of the sixteen career clusters. Training and certificates are aligned with state college entry-level courses and admissions requirements, and are designed to increase interest, eligibility and enrollment at Palm Beach State College and other state technical centers. **CB3** program acts as a pipeline to state colleges and technical centers, enabling individuals to continue their education and earn a living.

**F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?**

X Yes      NO

**G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.**

**Promoting Economic Opportunity**

The 2017 US Census Bureau statistics for Belle Glade found only 58.9% of those 16 years of age and older were in the civilian labor force. Job training, employment opportunity, accessibility and educational support in the Glades, and in other in-need communities, will provide individuals with the opportunity to obtain foundational certificates that strengthen credentials and employability. Additionally, those who complete training offered through **CB3** will be in an advantageous position to apply for employment as skilled workers in high-demand industries.

BGCPBC's new \$10 million Smith & Moore Family Teen Center investment and the **CB3** program will attract participants, thereby changing the economic profile of the Glades and the Riviera Beach communities. **CB3** pre-certification programs and foundational certification classes combined with life-skills workshops, case management, internships, shadowing, and job placement address critical barriers to employment, especially in the Glades. These include but are not limited to:

- Lack of credentials and work experience
- Lack of transportation
- Multi-generational poverty

Creating an anticipated 1,000 completers over four years through the **CB3** Workforce Training Program will increase the number of skilled workers available to businesses in targeted industries. These 1,000 completers will be ready to meet the knowledge and training demands in the three focus areas: Information Technology (Digital Media and Software, including coding, Virtual Reality, CAD and robotics), Hospitality and Culinary. **CB3** anticipates 70% of individuals who complete the program will be placed in work or work-experience positions including internships utilizing the services of CSPBC. Metrics used to measure success of the program include monitoring of: enrollment, retention, completion, surveys, certifications granted and program-specific outcomes.

According to the Social Issue Workforce Development Report: March 2011, “Effective industry-focused training programs have the potential to impact the livelihood and wellbeing of individual workers and their families, produce benefits to society and government by reducing and reversing the high direct and indirect costs of unemployment, and enable industries to thrive by supplying a pool of qualified workers.” (<http://www.rootcause.org/docs/Resources/Research/Workforce-Development/Workforce%20Development-%20Social%20Issue%20Report.pdf>)

## **INFOTECH**

The Florida Chamber of Commerce report “Florida 2030” found that by 2021 64% of Florida jobs will require some form of postsecondary education. The Florida Department of Economic Opportunity projected growth up to 19% in the software development jobs through 2025. To date, IT remains the backbone of telecom systems that support almost every business. The report states, “...Florida’s workers will need to develop more advanced digital skills—including productivity digital skills (e.g., word processing, advanced digital skills (e.g., networking and design), and occupation-specific digital skills (e.g., AutoCAD)... [T]hese skills are not only important in “tech” jobs, but are increasingly integrated into occupations in all sectors and research shows that digital skills are increasingly a differentiating factor between entry-level and middle-skill jobs.” **CB3** will help expand the skilled labor force filling a much-needed skills gap across industries.

Today, according to Enterprise Florida, the state remains among the top states for both technology startups and Information Technology Companies. Additionally, to date, in all Information Technology sectors there are currently over 26,915 tech companies employing over 1,066,700 people. In the area of Digital Media, according to the same source, there are 4,200 industry companies employing nearly 11,000 people. The expected growth in this industry for Florida, according to the US Bureau of Labor Statistics, is 8% from 2016-2026.

According to a study conducted by Burning Glass Technologies, 82% of middle-skill jobs are now considered “digitally intensive.” The overall labor demand for workers without a BA, but requiring digital skills is 46%. Additionally, “digital skills” provide “future-proofing” for job seekers, as the skills are critical to jobs at lower risk of future automation... [D]igital skills allow workers to advance proactively through their careers.” (The Digital Edge: Middle-Skill Workers and Careers, September 2017)

## **CULINARY ARTS AND HOSPITALITY**

The US Bureau of Labor Statistics foresees a 10% job growth in Culinary Arts from 2016-2026, and a 4% job growth projection for Hospitality (especially for Lodging Management). Culinary Arts addresses the need for restaurant and food service industries in Florida representing 12% (1,054,000 jobs) of employment in the state, which is expected to grow by 15.4% (162,100 jobs) by 2028.

([www.restaurant.org/downloads/pdfs/state-statistics/fl.pdf](http://www.restaurant.org/downloads/pdfs/state-statistics/fl.pdf)) Florida’s Restaurant and Lodging Association stated in a June 12, 2018 report that “our \$111.7 billion industry is now the number one employer in the state with more than 1.4 million employees.” Florida’s Hospitality forecast remains strong. “About one of every eight people living in Palm Beach County works in some occupation related to hospitality. This makes the hospitality industry the No. 1 business in Palm Beach County.” (<http://www.careersourcepbc.com/LABORMARKETREPORTS/Industries/Hospitality.aspx>)

The **CB3** program will achieve the following measures:

- 1000 completers (250 completers per year for each of 4 years)
- 1000 of 1392 (70%) enrollees will become completers
- 70% of individuals who complete the program will be placed in work or work-experience positions (including internships) utilizing the services of CSPBC.

## 2. Additional Information:

A. Is this an expansion of an existing training program?  Yes  No

If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

### Program Expansion

The **CB3** Workforce Training program builds on BGCPBC's Career Bound 2.0 program - a holistic approach to career and college readiness and eligibility, which offers: case management, mentoring, college prep classes, family literacy workshops, college cost workshops, FASFA workshops, SAT and ACT prep classes, family college and university tours, first job opportunities, guest business speakers, business tours, and college readiness workshops. The **CB3** Workforce Training program leverages the expertise of both the BGCPBC and CSPBC, collaboratively and strategically aligning services to provide comprehensive training and job placement opportunities in Florida. The **CB3** program enhances the ability to reach a broader base of participants, create a strong, sustainable pipeline for State Colleges and State Technical schools, as well as develop skilled workers in three regional demand areas: Information Technology (software, coding, Virtual Reality, CAD and robotics, digital media), Hospitality and Culinary Arts.

With funding from the Florida Job Growth Grant Fund, BGCPBC's new state-of-the-art Smith and Moore Family Teen Center will serve as a career hub for the Glades community. The Max M. Fisher BGCPBC site (Riviera Beach) will serve as an east coast outreach center for CSPBC and PBSC.

B. Does the proposal align with Florida's Targeted Industries?

Yes  No

If yes, please indicate the targeted industries with which the proposal aligns.

**CB3** responds to the shortage of skilled workers in the targeted areas mentioned above. The need for entry-level, middle- and high-skilled workers in these chosen areas is projected to increase every year for the next decade.

Information Technology:

- Software (coding, Virtual Reality, CAD and robotics)
- Digital Media (including Digital Audio)

Culinary

- Cook, Server, Manager

Hospitality

- Front Desk, Restaurant Server, Hospitality Technology Professional, Guest Services

**C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List?**

Yes       No

**If yes please indicate the occupation(s) with which the proposal aligns.**

**CB3** workforce training offerings align with the 2018-2019 Workforce Development Area 21 – Palm Beach County Regional Demand list including:

<u>SOC CODE</u>	<u>Occupational Title</u>
274011	Audio/Visual
351011	Food Service/ Chefs and Head Cooks
151152	Computer Systems Support Specialists
151134	Web Developers
151251	Coding
173029	Robotics
151141	Database Administrators
271024	Graphic Design
131161	Marketing Research Analysts and Marketing Specialists
119081	Leisure and Hospitality/Accommodations/Tourism

**D. Indicate how the training will be delivered (e.g. classroom-based, computer-based, other). If in-person identify the location(s), (e.g., city, campus, etc.) where the training will be available.**

Trainings will be delivered **in-person** by qualified and credentialed instructors utilizing computer-based learning, direct instruction, and hands-on, project-based activities, which provide participants with blended learning experiences. The trainings will occur at both the Smith and Moore Family Teen Center (Belle Glade) and the BGCPC Max M. Fisher Club (Riviera Beach).

**E. Indicate the number of anticipated annual enrolled students and completers in the proposed program.**

The number of enrollees anticipated are as follows:

- 348 individuals per year will enroll in classes (1,392 over 4 years)

**Completers by Industry Certification:**

- 400 completers will finish Software certifications (e.g. Microsoft, Java, CAD, Raspberry PI, and Python)
- 280 completers will finish Digital Media certifications (e.g. including several components of Adobe, and Apple)
- 80 will complete the introduction to Digital Audio
- 160 completers will finish the Culinary certifications
- 80 completers will finish the Hospitality certifications

**CB3** will result in 1000 completers (250 per year) over 4 years.

**F. Indicate the length of program (e.g. quarters, semesters, weeks, etc.) including anticipated beginning and ending dates.**

Begin date: June 2019

End Date: December 2023

Fall and spring classes range from 8-12 weeks, 2-3 days per week.

**G. Describe the plan to support the sustainability of the program after grant completion.**

Demand for skilled workers is expected to increase over the next 10 years. Thus, BGCPCB will work with its Corporate Board and its seven Municipality Boards, as well as CSPBC to identify public and private sector stakeholders and businesses in need of a robust talent pipeline, and who will commit resources to sustain the workforce training program. Additionally, BGCPCB employs a resource and fund development team that has successfully obtained resources for all programs. If funded, the **CB3** Workforce Training program will be adopted into BGCPCB long-term strategic plan. Further, a **CB3** advisory board will be established to ensure sustainability and continuity.

**H. Identify any certifications, degrees, etc. that will result from the completion of the program.**

**Please include the Classification of Instructional Programs (CIP) code and percent of completer in each code, corresponding with Section E.**

**CB3** will offer participants the opportunity to complete programs and earn certifications. Examples of offerings include:

**INFORMATION TECHNOLOGY (CIP 15): 76% (760 of the 1000 completers)**

**Software (CIP 15):** Total number of Completers for all years – 400 (40%)

**Year 1-4**

Microsoft Office Specialist (CAPE Digital Tool Certificate: MICRO801, 802) Microsoft Office Specialist (CAPE Industry Certificate: MOS) Bundle, WordPress, ICT Web Design Essentials (CAPE Digital Tool Certificate: PROSO805), Certified Internet Web (CIW) Web Foundations Associate (CAPE Industry Certification: PROSO024), Robotics Education (CAPE Industry Certification: RECFN002), (Microsoft Technology certifications will be offered in year 3, 4, as well as CAD, Python, Raspberry PI, and Java)



**Digital Media** (CIP 10): Total number of completers over four years - 280 (28%)

**Year 1-4**

Adobe Certified Associate (ACA) Photoshop (CAPE Digital Tool Certificate: ADOBE801), Adobe Certified Associate (ACA) Dreamweaver (CAPE Industry Certification: ADOBE010), Adobe Certified Associate (ACA) Flash (CAPE Industry Certification: ADOBE011), Adobe Certified Associate (ACA) Illustrator (CAPE Industry Certification: ADOBE020), Adobe Certified Associate (ACA) Creative Cloud- (CAPE Industry

Certification: ADOBE022), Final Cut Pro (CAPE Industry Certification: APPLE020), Apple Certified Pro-Pages (CAPE Digital Tool Certificate: APPLE802)

**Digital Audio:** Total number of completers over four years – 80 (8%)

**Year 1-4**

Certificate of Completion for Introduction to Digital Audio

**HOSPITALITY** (CIP 52): **8% (80 of the 1000 completers)**

Total number of completers over four years - 80

**Year 1-4**

Certifications offered through the American Hotel and Lodging Education Institute (AHLEI) in three areas: Guest Service Gold, Restaurant Server, Front Desk Representative, and Certified Hospitality Technology Professional

**CULINARY** (CIP12): **16% (160 of the 1000 completers)**

Total number of completers over four years - 160

**Year 1-4**

Certified Food Protection Manager (ServeSafe) (CAPE Industry Certification: NRAEF003), or Certified Food Associate (CFA) (CAPE Industry Certification: IFSEA001)

**I. Does this project have a local match amount?**

**Yes**       **NO**

If yes, please describe the entity providing the match and the amount (Do not include in-kind)

Private Source: \$4,363,600

BGCPBC is nearing the end of its \$10M Smith & Moore Family Teen Center capital/endowment campaign, having successfully raised over \$7M from private individuals and corporate entities. \$3,800,000 of this amount will cover the cost of constructing the new state-of-the-art 13,860 sq. ft. Smith & Moore Family Teen Center that will house CB3.0 in Belle Glade. Upon completion of the campaign, \$6.2million will be placed in an endowment to support annual operations of the Smith & Moore Family Teen Center.

An additional \$175,000 for each of two years, totaling \$350,000, has been secured from an anonymous family foundation to offset the costs of our Career Bound program exclusively at the Smith & Moore Family Teen Center.

\$38,600 from special event fundraising will cover the costs of janitorial services (\$30,600) and marketing/advertising (\$8,000) throughout the funding period.

(Other, grants)

\$183,600 from the Florida Department of Education will cover the costs of an armed security guard during the four-year grant period at the Smith & Moore Family Teen Center.

**J. Provide any additional information or attachments to be considered for the proposal.**

**Career Bound 3.0 Workforce (CB3) Training Program Budget Narrative**

**Total Request: \$4,597,500 (over 4 years)**

Budget Item	%	Months	JGGF Request
<b>Equipment:</b> Funds requested for equipment and computers required for workforce training.			
Information Technology			\$ 166,636
Culinary & Hospitality			\$ 64,500
Other			\$ 11,200
<b>Total Equipment</b>			<b>\$ 242,336</b>
<b>Personnel Salaries:</b> Funds requested for 5 full-time staff to develop and implement the CB3 program.			
CB3 Project Director	100%	12	\$ 376,526
Workforce Training Coordinator	100%	12	\$ 271,936
Case Managers (2FTE's)	100%	12	\$ 376,526
Intake Specialist and Data Coordinator	100%	12	\$ 167,345
<b>Total Salaries</b>			<b>\$ 1,192,334</b>
<b>Personnel Fringe Benefits:</b> BGCPBC has a comprehensive benefits package for full-time employees.			
Fringe Benefits for Project Director, Training Coordinator, Case Managers, Intake Specialist and Data Coordinator			\$ 262,229
<b>Total Fringe Benefits</b>			<b>\$ 262,229</b>
<b>Total Personnel Salary and Fringe Benefits</b>			<b>\$ 1,454,563</b>
<b>Facilities:</b>			
			0
<b>Total Facilities</b>			<b>0</b>
<b>Tuition:</b> Funds requested for materials, vouchers and instruction based on 1,392 enrollees, 1,000 completers.			
Information Technology: Software (MS, CAD, VR and Coding)			\$ 810,293
Information Technology: Digital Media & Audio			\$ 739,833
Culinary			\$ 328,815
Hospitality			\$ 164,407
<b>Total Tuition</b>			<b>\$ 2,043,348</b>
<b>Training Materials:</b> Materials for participants to prepare for coursework, certification exams and exam preparation.			
<b>Total Training Materials</b>			<b>\$330,760</b>
<b>Other:</b> Funds requested for subcontracting curriculum development, assessments and instruction.			
CareerSource Culinary Program Curriculum Development & Contracted Services (assessment tool and other services)			\$ 125,000
STEM HQ/TechGarage Program Costs (instruction, course resources and training coordination)			\$ 256,038
<b>Total Other</b>			<b>\$ 381,038</b>
<b>Sub Total</b>			<b>\$ 4,452,044</b>
Indirect Costs (10% of Total Salary and Fringe)			\$ 145,456
<b>TOTAL REQUEST</b>			<b>\$ 4,597,500</b>



July 17,2018

Ms. Jaene Miranda, CEO & President  
Boys & Girls Club of Palm Beach County  
800 Northpoint Parkway, Suite 204  
West Palm Beach, Florida 33407

On behalf of CareerSource Palm Beach County, Inc. we are pleased to support the Boys & Girls Clubs of Palm Beach County's application to obtain funding for workforce training in the Glades and other high-need communities through the Governor's \$85 Million Florida Job Growth Grant Fund ("the Program"). Your effort to support and provide pathways to State Colleges, technical schools, and industry sectors experiencing high growth by expanding the reach to a broader pool of training candidates interested in foundational certificates, helps ensure that industry needs are met. Workforce training in the areas of InfoTech, Hospitality, and Culinary Arts will benefit multiple community stakeholders committed to economic development throughout the State of Florida.

Given the forecasted need for workers with new and advanced technical skills, along with the growing skilled labor shortage, there is an urgent need to explore new approaches that stretch boundaries of traditional workforce development models. Exploring innovative approaches that leverage and better utilize underdeveloped talent within communities through strategic partnerships is imperative. Your commitment to working with stakeholders within the region will increase the pool of qualified candidates available to employers.

The CB3 proposal to expand workforce training opportunities, aligned with State College requirement for students pursuing jobs in InfoTech, Hospitality, and Culinary Arts, will assist our efforts to increase the number of jobs and job placements of qualified workers in Palm Beach County.

As part of our collaboration we will provide, as available as determined by CareerSource Palm Beach County, Inc. in its sole and absolute discretion:

- skills assessment
- resume writing workshops at our career centers, which may be provided for a fee at an alternate location as requested by the Boys & Girls Club
- curriculum development to be provided for a fee
- community career fairs
- job placement services

We look forward to partnering with you on this Program.

Sincerely,

A handwritten signature in blue ink that reads "Steve Craig".

Steve Craig  
President and Chief Executive Officer

July 23, 2018

Jaene Miranda  
CEO & President  
Boys & Girls Clubs of Palm Beach County  
800 Northpoint Parkway, Ste. 204  
West Palm Beach, FL 33407

Dear Ms. Miranda,

On behalf of Palm Beach State College, I am pleased to offer our support of the Boys & Girls Clubs of Palm Beach County and CareerSource of Palm Beach County's partnership with creating the Career Bound 3.0 Workforce Training Program (CB3). CB3 will assist students by providing training through pre-certificate and certificate programs aimed to meet three specific workforce industries in the Glades region:

- InfoTech: Digital Media and Software
- Hospitality
- Culinary

By targeting an economically distressed community in Palm Beach County, CB3 will assist with meeting local workforce industry demands of the area by serving a population that will either enter the workforce immediately or matriculate into a postsecondary educational institution. Additionally, through this program, students will receive life-skills training, an area that is needed in all industries, and foundational course curriculum, which will lay the groundwork for a pathway to Palm Beach State College.

We are pleased to be your partners in the effort.

Sincerely,



Ava L. Parker, J.D.  
President

**Chairman's Council**

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Business  
Development  
Board



Palm Beach County's  
Economic Development Resource

July 17, 2018

Jaene Miranda  
CEO & President  
Boys & Girls Clubs of Palm Beach County  
800 Northpoint Parkway, Suite 204  
West Palm Beach, FL 33407

Dear Ms. Miranda,

On behalf of the Business Development Board of Palm Beach County, I am pleased to support the Boys & Girls Clubs of Palm Beach County's effort to obtain funding for workforce training through the Governor's \$85 Million Florida Job Growth Grant Fund. Your effort to play an even larger role as an educational and workforce development partner in the County by supporting and providing pathways to State Colleges, technical schools, and industry sectors experiencing high growth helps ensure that industry needs are met. Workforce training, essential life-skills training and foundational certificates in the areas of InfoTech, Hospitality, and Culinary Arts will help stimulate economic opportunity across Palm Beach County by strengthening the talent pipeline to Palm Beach County businesses and other businesses considering relocation to the County.

Given the forecasted need for workers with new and advanced technical skills, and the Boys & Girls Clubs of Palm Beach County's 47-year history of supporting educational outcomes and community development, I support your project and organization as a valued education and workforce development partner in Palm Beach County. Innovative approaches aimed at developing and supporting talent within communities through strategic partnerships is imperative.

Your CB3 proposal to diversify and expand workforce training, commitment to working with stakeholders within the County, such as the Business Development Board, CareerSource Palm Beach County and Palm Beach State College, will help increase the overall number of qualified workers available to employers in Palm Beach County.

We look forward to partnering with you on this program.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Smallridge".

Kelly Smallridge  
President & CEO  
Business Development Board of Palm Beach County, Inc.



A Municipal Corporation since  
September 11, 1945

# City of Belle Glade

Office of the City Clerk

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July 19, 2018

Jaene Miranda  
CEO & President  
Boys & Girls Clubs of Palm Beach County  
800 Northpoint Parkway, Ste. 204  
West Palm Beach, FL 33407

Tel: 561-996-0100  
Fax: 561-993-1814

[www.bellegladegov.com](http://www.bellegladegov.com)

## Commissioners

Steve B. Wilson  
*Mayor*

Mary Ross Wilkerson  
*Vice Mayor*

Michael C. Martin  
*Treasurer*

Johnny Burroughs, Jr.

Larry Underwood

Lomax Harrelle  
City Manager

Dear Ms. Miranda:

On behalf of the City of Belle Glade, I am pleased to support the Boys & Girls Clubs of Palm Beach County-Career Source Palm Beach County partnership and effort to obtain funding for workforce training in the Glades and other high-need communities through the Governor's \$85 Million Florida Job Growth Grant Fund. I support the effort to bring the *Career Bound 3.0 Workforce Training Program* to our City and our residents.

The Boys & Girls Clubs of Palm Beach County has a long-standing history of helping communities in the Glades. Your new \$10 million capital/endowment campaign, establishing the new state-of-the-art Smith & Moore Family Teen Center at MLK BLVD, Belle Glade, will provide crucial resources to our community. Your effort to provide workforce training in the areas of InfoTech, Hospitality, and Culinary Arts as a pathway to Palm Beach State College and area businesses will help promote economic opportunity in Belle Glade.

The City of Belle Glade is pleased to partner with you in this effort.

Sincerely,

Steve B. Wilson  
Mayor

cc: Honorable City Commission  
Lomax Harrelle, City Manager



**MELISSA MCKINLAY**

**County Commissioner  
District 6**

Palm Beach County  
Board of County Commissioners



Governmental Center  
301 North Olive Avenue, 12th Floor  
West Palm Beach, FL 33401

Telephone: (561) 355-2206  
Facsimile: (561) 355-4366

mmckinlay@pbcgov.org



Glades Office Complex  
2976 State Road #15  
Belle Glade, FL 33430

Telephone: (561) 996-4814  
Facsimile: (561) 992-1038



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*"An Equal Opportunity  
Affirmative Action Employer"*

July 17, 2018

Jaene Miranda  
CEO & President  
Boys & Girls Clubs of Palm Beach County  
800 Northpoint Parkway, Ste. 204  
West Palm Beach, FL 33407

Dear Ms. Miranda,

I am pleased to offer my support for the Boys & Girls Clubs of Palm Beach County's application to obtain funding for workforce training in the Glades and other high-need communities through the Governor's \$85 million Florida Job Growth Grant Fund. I applaud your effort to bring the Career Bound 3.0 Workforce Training Program to our County and our residents. Your effort to play an even larger role as an educational and workforce development partner in the County by supporting and providing pathways to State Colleges, technical schools, and industry sectors experiencing high growth will help ensure that industry needs are met.

The Boys & Girls Clubs of Palm Beach County has a long-standing history of helping residents in the Glades and other high-need communities. Your new \$10 million dollar Career Readiness investment in Belle Glade will provide an influx of crucial resources. The Boys & Girls Clubs' record of supporting educational outcomes, community development, and partnering with community organizations, stakeholders, and businesses will help attract and prepare individuals to meet present and future training and workforce demands.

Given the forecasted need for workers with new and advanced technical skills, and the Boys & Girls Clubs of Palm Beach County's 47-year history of supporting educational outcomes and community development, I support your project and organization as a valued education and workforce development partner in Palm Beach County. Innovative approaches aimed at developing and supporting talent within communities through strategic partnerships is imperative.

I am pleased to partner with you in this effort.

Sincerely,

Melissa McKinlay  
District 6  
Board of County Commissioners



UTC Climate Controls & Security  
13995 Pasteur Boulevard  
Palm Beach Gardens, FL 33418



*Edward F. Dunn*  
*Vice President, Supply Chain*

July 19, 2018

Jaene Miranda  
CEO & President  
Boys & Girls Clubs of Palm Beach County  
800 Northpoint Parkway, Ste. 204  
West Palm Beach, FL 33407

Dear Ms. Miranda,

United Technologies (UTC) is supportive of workforce training efforts like the job training initiatives at the Boys & Girls Clubs of Palm Beach County. We demonstrated that support in April with a large donation for the UTC technology center at the new Boys & Girls Club teen facility in Belle Glade. The career readiness center will equip club members with technology training and other skills as they work their way through school and into a career.

We applaud your efforts with Career Source Palm Beach County to obtain funding for workforce training in the Glades and other high-need communities through the governor's \$85 million Florida job growth grant fund. By providing pathways to state colleges, technical schools and industry sectors experiencing high growth, your efforts aid in expanding the reach to a broader pool of training candidates which ensures that industry needs are met. Workforce training in the areas of information technology, hospitality and culinary arts will benefit multiple community stakeholders committed to economic development throughout the state of Florida.

Sincerely,

A handwritten signature in black ink that reads "Edward F. Dunn".

Edward F. Dunn  
Vice President, UTC CCS Supply Management



**Pamela M. Rauch**  
Vice President  
External Affairs and Economic Development

July 26, 2018

Jaene Miranda  
CEO & President  
Boys & Girls Clubs of Palm Beach County  
800 Northpoint Parkway, Ste. 204  
West Palm Beach, FL 33407

Dear Ms. Miranda,

On behalf of Florida Power & Light Company, I am pleased to support the Boys & Girls Clubs of Palm Beach County's collaboration with CareerSource Palm Beach County and your application to obtain funding for workforce training in the Glades and other high-need communities through the Governor's \$85 Million Florida Job Growth Grant Fund. Your effort to provide pathways to State Colleges, technical schools, and industry sectors experiencing high growth by expanding the reach to a broader pool of training candidates helps ensure that industry needs are met. Workforce training in InfoTech and new technologies serving commercial needs is crucial. Multiple community stakeholders and businesses such as ours, who are committed to economic development throughout the State of Florida, will be able to fill vacancies in a variety of career paths.

Florida Power & Light Company is pleased to be your partner in this effort.

Sincerely,

A handwritten signature in black ink that reads "Pamela Rauch".



July 27, 2018

Jaene Miranda  
CEO & President  
Boys & Girls Clubs of Palm Beach County  
800 Northpoint Parkway, Ste. 204  
West Palm Beach, FL 33407

Dear Ms. Miranda,

I hope this finds you well. On behalf of Office Depot, a proud supporter of your mission and organization, I am pleased to support the Boys & Girls Clubs of Palm Beach County's partnership with Career Source Palm Beach County and effort to obtain funding for workforce training in the Glades and other high-need communities through the Governor's \$85 Million Florida Job Growth Grant Fund. Your effort to provide pathways to State Colleges, technical schools, and industry sectors experiencing high growth by expanding the reach to a broader pool of training candidates helps ensure that industry needs are met, our greater community is strengthened, and that everyone willing to put in the effort has the opportunity to succeed.

Your *Career Bound 3.0 Workforce Training Program* provides a bridge to higher education and businesses ready to hire skilled and certified talent. Office Depot is pleased to be your partner in this effort and look forward to expanding this support to even further the impressive results you are achieving.

To make our home community of Palm Beach County and our home state of Florida as strong as it's capable of being, Office Depot strongly endorses this effort, and is proud to see our government, nonprofit sector, and good corporate citizens all coming together to make this possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Price", is written over a horizontal line.

Alex Price  
National Director, Community Relations  
Office Depot, Inc.  
6600 N Military Trail  
Boca Raton, FL 33496

# **BOYS & GIRLS CLUBS OF PALM BEACH COUNTY, INC.**

## **BYLAWS**

### **ARTICLE I - OFFICES**

Section 1 - The initial registered office of the Boys & Girls Clubs of Palm Beach County, Inc., a Florida not-for-profit corporation (hereinafter referred to as the Corporation) shall be located at 800 Northpoint Parkway, Suite 204, West Palm Beach, Florida 33407.

Section 2 - The Corporation may also have offices at such other places, either within or without the State of Florida, as the Board of Directors of the Corporation may from time to time determine or as the business of the Corporation may require.

### **ARTICLE II - MEMBERSHIP**

Section 1 - Membership in the Corporation shall consist of two levels, Adult membership and Club membership. Adult membership (hereinafter referred to as "Members") shall be open to any adult (over the age of 18 years of age) resident of Palm Beach County, regardless of nationality, religion, political belief; race, color, sex, age, disability, marital status, veteran status, sexual orientation or any other protected class. Club membership (hereinafter referred to as Club members) shall be open to any child between the ages of 6 and 18 years and a resident of Palm Beach County, regardless of nationality, religion, political belief, race, color, sex, age, disability, marital status, veteran status, sexual orientation or any other protected class.

Section 2 - Club membership shall be open to all children as set forth above wishing to associate themselves with the ideals and the rules of the individual clubs they wish to join. The Board of Directors may establish rules and regulations from time to time as to criteria for membership and/or conduct of Club members. Club members shall not be eligible to serve on the Board of Directors.

Section 3 - Adult Membership shall be for an indefinite term, but renewed annually or until a member is dropped for nonattendance at meetings or removed for other good cause by affirmative vote of a majority of Executive Committee of the Board of Directors present at a meeting where said matter is presented for consideration.

Section 4 - Advisory memberships or honorary memberships are authorized. Such memberships may be granted by the Board of Directors under such terms and conditions as they deem advisable. Honorary or advisory members shall not have any voting rights, nor shall they serve on the Board of Directors or as an officer.

Section 5 - At any regular meeting of the Board of Directors, the members of the Board of Directors may elect additional members to the Corporation by a majority vote of the members of the Board of Directors present and voting at the meeting.

Section 6 - Any member may be removed from membership on recommendation of the Board of Directors by a two-thirds vote of the members present and voting at any special or annual meeting.

### **ARTICLE III - MEETINGS**

Section 1 - The annual meeting of the members of the Corporation shall be held in November of each year, at a time and place to be fixed by the Board of Directors, for the purpose of receiving reports of officers, committees and the President & CEO; to elect officers, members of the Board of Directors, and members of the Corporation; and to act on any other matters which may properly come before the annual meeting. Notice of such meetings shall be mailed by the secretary to the members of the Corporation at least ten days before the date of the meeting.

Section 2 - Regular meetings of the Board of Directors shall be held at least quarterly at such places and times as the Board of Directors shall designate. No less than one-third of the Board of Directors present in person shall constitute a quorum.

Section 3 - Special meetings may be held at the call of the Chairman or of one-third of the Board of Directors provided a notice of the time and purpose of the meeting is given to each director.

Section 4 - No less than one-third of the Adult Members of the Corporation present in person shall constitute a quorum at any meeting of the Corporation but in the absence of a quorum, a majority of those present at the time and place set for a meeting may take an adjournment from time to time until a quorum shall be present.

Section 5 - For the purpose of determining members entitled to notice of or to vote at a meeting, to demand a special meeting, to act by written consent or to take any other action, the Board of Directors may fix in advance a date as the record date for any such determination of members, such date in any case to be not more than forty five (45) days nor, in the case of a members' meeting, less than ten (10) days, prior to the date on which the particular action requiring such determination of members is to be taken. If no record date is fixed for the determination of members entitled to notice of or to vote at a meeting, then the record date for such shall be the close of business on the day before the first notice is delivered to members. A determination of members entitled to notice of or to vote at a meeting is effective for any adjournment of the meeting unless the Board of Directors fixes a new record date for the adjourned meeting, which it must do if the meeting is adjourned to a date more than 120 days after the date fixed for the original meeting.

Section 6 - A member entitled to vote at any meeting of members or any adjournment thereof may vote in person or by proxy. A member may appoint a proxy to vote or otherwise act for him by signing an appointment form, either personally or by his attorney-in-fact. An appointment of proxy is effective when received by the Secretary or other officer or agent authorized to tabulate votes. If an appointment form designates two or more persons to act as proxies, a majority of these persons present at the meeting, or if only one is present, that one has all of the powers conferred by the instrument upon all the persons designated unless the instrument provides otherwise. No appointment shall be valid for more than two (2) months after the date of its execution unless a longer period is expressly provided in the appointment form.

## **ARTICLE IV- BOARD OF DIRECTORS**

Section 1 - The business, property, and affairs of the Corporation shall be managed by a Board of Directors, which shall have the power to initiate and approve plans and programs for the welfare of boys and girls; have custody and management of land, buildings, equipment, securities and all other properties of the Corporation; adopt the annual budget of the Corporation; borrow money; raise and disburse funds; invest and reinvest funds of the Corporation; sell, buy, and exchange properties and securities of the Corporation; make contracts; appoint the President & Chief Executive Officer; and appoint or delegate the power to appoint other employees of the Corporation; fix the compensation of all employees of the Corporation; and perform all other duties and shall have such other powers as may be necessary to carry out the purpose of the Corporation.

Section 2 - The number of members on the Board of Directors, who shall be members of the Corporation, shall be fixed by the members of the Corporation at the annual meeting and this number may be changed at any annual meeting provided; however, there shall not be less than twelve members on the Board of Directors, exclusive of any officers of the Corporation who may be Ex-Officio members of the Board of Directors.

Section 3 - A member of the Board of Directors shall serve until the occurrence of one of the following events a) the written resignation of the member or b) the removal of the member by vote of a majority of the members of the Board of Directors present at any meeting of the Corporation.

Section 4 - All officers of the Corporation shall be Ex-Officio Directors during their respective terms of office.

Section 5 - The Board of Directors shall have the power to fill vacancies; such appointees holding office until the next annual meeting of the members of the Corporation.

Section 6 - Any Director so elected to the Board of the Corporation may be dropped from the Board and relieved of all privileges and powers pertaining thereto in the event of his failure to be present at any two consecutive meetings of the Board duly called therefore as provided for in the Constitution and Bylaws.

Section 7 - A member shall be re-elected to the Board of Directors at the annual meeting of members by a majority vote of the members present or by a majority vote of the Board of Directors at any regularly scheduled meeting of the Board of Directors.

## **ARTICLE V - OFFICERS**

Section 1 - The officers of the Corporation shall be a Chairman, one or more Vice Chairmen, a Treasurer, and a Secretary. All officers shall serve for a term of two years or until their successors are elected, or until his/her early resignation, removal from office or death.

Section 2 - The Board of Directors shall have power at any time to fill vacancies among the officers, and officers so elected to fill such vacancies shall serve until the next annual meeting of the Board of Directors or until their successors are elected.

Section 3 - The election of officers shall be held at the annual meeting.

Section 4 - Any office, either elected or appointed shall be removed, with or without cause, from office by a two-thirds vote of the Board of Directors at a special meeting of the Board of Directors called for the specific and sole purpose of removing the officer from office.

## **ARTICLE VI - CHAIRMAN**

The Chairman shall preside at all meetings of the members of the Corporation and of the Board of Directors; shall sign such papers as may be required by the office or as may be directed by the Board of Directors; shall make such reports and recommendations to the Board of Directors and the members of the Corporation at any regular or special meetings, concerning the work and affairs of the Corporation, as in his/her judgment may be necessary for their information and guidance; may require such reports from the Treasurer and President & CEO as in his/her judgment are necessary; and shall perform such other duties as may be incidental to his/her office.

## **ARTICLE VII - VICE CHAIRMEN**

The Vice Chairmen, in order named by the Board of Directors, shall perform the duties of the Chairman in case of the Chairman's absence, resignation, or inability to act.

## **ARTICLE VIII - SECRETARY**

The Secretary shall issue in writing all notices of meetings to members of the Corporation and Board of Directors; notify individuals elected to office or membership of the Corporation or to the Board of Directors; keep complete records of the meetings of the Corporation and the Board of Directors, including an accurate record of attendance of members; notify the Nominating Committee of persons dropped from the Corporation for nonattendance or other cause; shall mail such other notices as may be directed by the Board of Directors; shall be custodian of all records of the Corporation, except such records and papers as shall be kept by the Treasurer as herein provided; shall sign such papers as may be required by his/her office or as by the Board of Directors; and shall perform such other duties as may be incidental to the office.



## **ARTICLE IX - TREASURER**

The Vice Chairman of Finance/Treasurer shall: (i) ensure that full and accurate records of receipts, disbursements and accounts are rendered by the President & CEO to the Board of Directors upon request; (ii) have authority to open bank accounts in the Corporation's name upon authorization of the Board of Directors, and to sign checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness issued in the name of the Corporation; (iii) give a report at each meeting of the Board of Directors; (iv) ensure that the Corporation accounts are audited annually by a Certified Public Accountant, and report the results of the audit to the Board; and (v) in general, perform all the duties incident to the office of the Treasurer not delegated to the President & CEO, and other duties as from time to time may be assigned by the Chairman or the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his/her duties in the sum and with the surety or sureties that the Board or Directors determines.

## **ARTICLE X - SALARIES**

No officer of the Corporation shall receive any salary, wages or other compensation for their services rendered except for reimbursement for approved out of pocket expenses. The Corporation strictly prohibits making loans to any board members.

## **ARTICLE XI - PRESIDENT & CEO**

Section 1 - The Board of Directors shall appoint a President & CEO of the Corporation, fix his/her compensation, prescribe his/her duties, and the terms of his/her employment. The President & CEO shall manage the affairs of the Corporation, subject to, and in accordance with, the directions of the Board of Directors. The President & CEO will direct the work of employees; shall prepare budgets of expense for the approval of the Finance Committee; shall be authorized to incur expenses in accordance with the approved budget, or as directed by the Board of Directors; and shall be authorized to execute agreements and contracts on behalf of the organization.

Section 2 - The President & CEO shall attend all meetings of the Board of Directors unless otherwise directed by the Board of Directors.

Section 3 - The President & CEO shall from time to time make reports of the work and affairs of the organization to the Chairman, Board of Directors and to the members of the Corporation at their annual and special meetings.

## **ARTICLE XII - COMMITTEES**

Section 1 - There shall be an Executive Committee, a Finance Committee, a Program Committee, a Human Resources/Legal Committee, a Marketing and Communications Committee, a Board Resource and Development Committee, a Strategic Planning Committee, a Property Management Committee, and an Audit Committee. All committee members and their chairpersons shall be appointed by the Chairman after each annual meeting; and thereafter as the Chairman or a majority of the Board of Directors deems fit.

Section 2 - The Executive Committee shall consist of officers of the Board of Directors and committee chairs as it is deemed advisable to add and other Directors of the Corporation as the committee deemed advisable to add. The Chairman of the board serves as chairperson of the Executive committee. The committee shall meet upon the request of the Board of Directors and assume such duties and powers as are delegated to it by the board. The committee shall report its actions and/or recommendations to the board at all regular and special meetings of the Board of Directors.

Section 3 - The Finance Committee shall consist of at least five directors exclusive of Ex-Officio members of the Corporation's Board of Directors and shall include the treasurer. The chairperson shall be a director. It shall be the duty of the Finance Committee to report and make recommendations to the Board of Directors concerning all the financial affairs of the Corporation. The Finance Committee shall appoint a secretary from among its number who shall keep an accurate record of its meeting.

Section 4 – The Audit Committee shall consist of at least three current Board of Directors, each of whom shall be appointed by the Board of Directors. The Audit Committee shall review the financial reporting process, the system of internal control, the audit process, monitoring compliance with laws and regulations, and with the Conflict of Interest Policy, which addresses ethical conduct. In performing its duties, the Committee will maintain effective working relationships with management and the external auditors. To effectively perform his or her role, each Committee member will obtain an understanding of the detailed responsibilities of the Boys & Girls Clubs of Palm Beach County and the Boys & Girls Clubs of Palm Beach County Foundation's business, operations and risks. The Committee will meet with the auditors independently of management following the completion of the audit and report on its findings to the Board of Directors.

Section 5 - The Program Committee shall consist of at least three directors exclusive of Ex-Officio directors. It shall be the duty of the Program Committee to report and make recommendations to the Board of Directors concerning the programs of the Corporation. The Program Committee shall appoint a secretary from among its number who shall keep an accurate record of its meetings. The committee shall be authorized to associate with other interested parties to assist in the committee's functions and activities.

Section 6 - The Human Resources/Legal Committee shall consist of at least three directors exclusive of Ex-Officio members of the Corporation's Board of Directors. The Chairperson shall be a director. It shall be the duty of the Human Resources/Legal Committee to report and make recommendations to the Board of Directors concerning all matters of personnel. The Committee will also report on any pending or existing legal matters. The Human Resources/Legal Committee shall appoint a secretary from among its number who shall keep an accurate record of its meetings.

Section 7 - The Marketing and Communications Committee shall consist of at least one Director as well as club Board of Managers representatives exclusive of Ex-Officio members of the Corporation's Board of Directors. The chairperson shall be a member of the Board of Directors. It shall be the duty of the Marketing and Communications Committee to report and make recommendations to the Board of Directors concerning matters of public relations. The Marketing and Communications Committee shall appoint a secretary from among its members who shall keep an accurate record of its meeting.

Section 8 - The Board Resource and Development Committee shall consist of at least three directors exclusive of Ex-Officio members of the Corporation's Board of Directors. The Chairperson shall be a director. It shall be the duty of the Board Resource and Development Committee to report and recommend to the Board of Directors a slate of candidates to fill vacancies on the board and to present a slate of officers for election. The Board Resource and Development Committee shall appoint a secretary from among its number who shall keep an accurate record of its meetings.

Section 9 - The Property Management Committee shall consist of at least one director exclusive of Ex-Officio members of the Corporation's Board of Directors. The Chairperson shall be a member of the Board of Directors. It shall be the duty of the Property Management Committee to report and make recommendations to the Board of Directors concerning the maintenance, repair and expansion of the buildings and other properties of the Corporation. The Property Management Committee shall appoint a secretary from among its number who shall keep an accurate record of its meetings.

Section 10 - The Strategic Planning Committee shall consist of at least three directors exclusive of Ex-Officio members of the Corporation's Board of Directors. The Chairperson shall be a director. It shall be the duty of the Strategic Planning Committee to report and recommend to the Board of Directors of the Corporation on matters concerning the growth and expansion needs of the Corporation in relation to the youth served or to be served by the Corporation.

Section 11 - The Chairman and the President & CEO of the Corporation shall be Ex-Officio members of the committees.

### **ARTICLE XIII - SEAL**

The seal of the Corporation shall be a circular impression of the words and figures: Incorporated, date of in Corporation, surrounded by the name of the Boys & Girls Clubs of Palm Beach County, Inc., Palm Beach County, Florida.

### **ARTICLE XIV - FISCAL YEAR**

The fiscal year of the Corporation shall be the period from October 1<sup>st</sup> of a given year to September 30<sup>th</sup> of the next ensuing year.

### **ARTICLE XV - AMENDMENTS**

These Bylaws may be amended by a majority vote of the Board of Directors at any regular meeting or at a special meeting called for the specific purpose of amending these Bylaws. Notice of any meeting called for the purpose of amending these Bylaws shall include a copy of the proposed change(s) to the Bylaws to be voted upon, and said notice of the meeting shall be given to all members of the Board of Directors at least thirty days prior to the meeting.